

HEADQUARTERS
UNITED NATIONS COMMAND
UNIT #15259
APO AP 96205-0032

HEADQUARTERS
ROK-U.S. COMBINED FORCES COMMAND
UNIT #15255
APO AP 96205-0028

HEADQUARTERS
UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-0010

UNC/CFC/USFK Regulation
No. 340-24

4 March 1996

(Effective: 14 March 1996)
Office Management
DUPLICATE EMERGENCY FILES

SUPPLEMENTATION. Issue of further supplements to this regulation is prohibited unless prior approval is obtained from HQ USFK, ATTN: FKJ6-R-RM, Unit #15237, APO AP 96205-0010.

INTERNAL CONTROL SYSTEM. This regulation does not contain management control provisions.

1. **PURPOSE.** This regulation outlines policies and procedures for furnishing duplicate sets of essential/emergency documents to a remote storage facility.
2. **APPLICABILITY.** This regulation applies to all elements and component commands of the United Nations Command (UNC), the Republic of Korea-United States (ROK-US) Combined Forces Command (CFC), the United States Forces, Korea (USFK), and the Eighth United States Army (EUSA). Other agencies that have a need for maintaining duplicate emergency files will also be governed by the provisions of this regulation. Exceptions are--
 - a. United States Air Force Korea will use AFI 37-122, Air Force Records Management Program; AFI 37-138, Records Disposition--Procedures and Responsibilities; and AFM 37-139, Distribution of Air Force Records (formerly AFR 4-20, Vol 2).
 - b. United States Naval Forces Korea will use Secretary of the Navy Instruction 5210.15 (Vital Records Program).

*This regulation supersedes UNC/CFC/USFK Reg 340-24, 10 September 1986.

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c. United States Marine Corps Command Korea will use Naval Instruction in subparagraph 2b above and Marine Corps Order P5215.1G (USMC Directive System).

3. REFERENCES. The following are required publications:

a. AR 25-1 (The Army Information Resources Management Program). Cited in subparagraph 5a(1).

b. AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)). Cited in subparagraphs 4a(7) and 5a(2).

c. AR 340-26 (Duplicate Emergency Files Program). Cited in subparagraph 5b(2) and 5c(1).

d. AR 380-5 (Department of the Army Information Security Program). Cited in subparagraphs 5b(4), 5d(4), and 5d(5).

4. EXPLANATION OF TERMS.

a. Duplicate Emergency Files.

(1) Duplicate Emergency Files (essential documents) are copies of essential agency records that are needed to meet operational responsibilities under national security emergencies, other emergency or disaster conditions, or to protect the legal and financial rights of the Government and those affected by Government activities.

(2) Those documents or files that would be needed to assist a staff or headquarters (HQ) to perform its function if it were to relocate due to combat conditions or other emergency type conditions (typhoons, monsoon flooding, etc.) that caused loss of all records.

(3) Examples would be the Armistice Agreement, Treaties, Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), all types of war plans, emergency plans, staffing assignments, maps, blueprints, charts, operational and mobilization plans, mission and policy statements, standing operating procedures (SOPs) for critical functions, and other policies, procedures, or documents that would be needed to assist a staff or HQ to perform its functions when relocated and if necessary, recreate the HQ and organizations effected.

(4) The test of essentiality is whether or not a document contains or reflects basic legal authority to establish a HQ, to conduct long-term operations, or planning in a wartime or emergency type environment. In other words, what documents would you need in order to continue to function if all your records were suddenly destroyed.

(5) Documents pertaining to activities of routine or temporary nature, such as training exercises, are NOT essential documents.

(6) Historical documents would not be essential documents if actions taken in the historical file were documented by a proponent organization and those documents were considered Duplicate Emergency Files and were stored in the remote storage facility. Historical records are not essential documents merely because they are of permanent historical value.

(7) Essential documents and long-term retention files are not the same (see AR 25-400-2).

b. **National Security Emergency.** Any occurrence including natural disaster, military attack, technological emergency, or other emergency that seriously degrades or threatens the national security of the United States Government or its citizens.

c. **Emergency.** A situation or an occurrence of a serious nature, developing suddenly and unexpectedly, demanding immediate action.

d. **Disasters.** An unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on agency operations.

5. RESPONSIBILITIES.

a. Staff activities and component commands will--

(1) Determine at the time of creation, whether or not a document is essential in accordance with (IAW) the criteria established in paragraph 4 above and AR 25-1, subparagraph 8-2h.

(2) Forward one copy of each document determined to be essential to HQ USFK, ATTN: FKJ6-R-MD (Accountable Mail), Unit #15237, APO AP 96205-0010, for administrative processing and recording. Final essentiality determination will be made by the Mail and Distribution Center, ACoFS J6, at the time of submission. Originals will not be accepted for storage. Maintain originals IAW AR 25-400-2.

(3) Review lists of document holdings as provided by HQ USFK, FKJ6-R-MD (Accountable Mail), on a semiannual basis to ensure documents are current and valid. Changes to the list will be forwarded to HQ USFK, ATTN: FKJ6-R-MD (Accountable Mail), Unit #15237, APO AP 96205-0010.

b. The Accountable Mail and Distribution Center, ACoFS J6, will--

(1) Determine, at the time of submission by activities, whether document(s) meet the criteria to be considered essential.

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(2) Administratively process all essential documents for shipment to the storage facility, using DA Form 4573 (Document Control and Destruction Certificate) IAW AR 340-26. Before packaging, each document will be stamped "APPROVED DUPLICATE EMERGENCY DOCUMENT" in 1-inch block letters on the first page of each document.

(3) Semiannually, prepare a list of essential document files in the storage facility for verification by the staff for which the documents are held that the documents are current and still need to be maintained, or are obsolete, or superseded.

(4) Conduct a yearly staff visit to the storage facility to inventory and ensure that all essential documents are on hand and in usable condition and that obsolete/revised material has been removed or destroyed IAW AR 380-5.

c. The Commander, Remote Storage Facility for Duplicate Emergency Files will--

(1) Appoint a custodian to carry out storage facility duties IAW AR 340-26 and this regulation.

(2) Send a copy of the appointment document to the proponent of this regulation each time the custodian changes.

d. The Custodian, Remote Storage Facility for Duplicate Emergency Files will--

(1) Provide proper storage, accountability, and access on a need-to-know basis for all documents received.

(2) Provide microfilm and microfiche readers for those essential documents that are maintained on microform.

(3) Return documents received, which were not processed by the J6 Accountable Mail and Distribution Section, to the proponent(s) for reprocessing through HQ USFK, ATTN: FKJ6-R-MD (Accountable Mail), Unit #15237, APO AP 96205-0010.

(4) Destroy all documents determined to be obsolete, superseded, or no longer required IAW AR 380-5, chapter IX. Superseded documents may be automatically destroyed unless there is doubt whether it replaces documents or merely is an addition to the documents on hand. These cases will be coordinated with the proponent. Upon destroying records, fill out DA Form 4573 showing destruction and forward copy to HQ USFK, ATTN: FKJ6-R-MD (Accountable Mail), Unit #15237, APO AP 96205-0010.


(5) Inventory all essential documents IAW AR 380-5 when a change of custodian occurs or as requested by the FKJ6 Accountable Mail and Distribution Section.

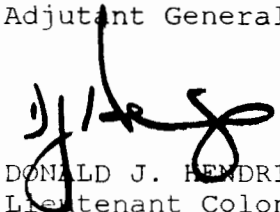
The proponent of this regulation is the Office of the Assistant Chief of Staff, J6. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ6-R-MD (Accountable Mail), Unit #15237, APO AP 96205-0010.

FOR THE COMMANDER IN CHIEF, UNC/CFC AND THE COMMANDER, USFK:

OFFICIAL:

RICHARD F. TIMMONS
Lieutenant General, USA
Chief of Staff


JUNG, HO-CHUL
Colonel, ROKA
Adjutant General, UNC/CFC


DONALD J. HENDRIX
Lieutenant Colonel, USA
Assistant Adjutant General

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